



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M278 <hr/> Page 1 of 2
Agency City of Seat Pleasant		Division/Unit Police Department
Item No.	Description	Retention
1	ADMINISTRATIVE RECORDS Correspondence (General) (Includes internal/external correspondence relating to police operations/functions and e-mail communication.	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value
2	POLICE RECORDS Adult Arrest Reports (Includes case files relating to person arrested/tried for criminal activities)	Cutoff at end of calendar. Retain for 3 additional years, then destroy.
3	Juvenile Arrest Reports (Includes case files relating to offenses committed by persons under 18 years of age.)	Cutoff at end of calendar. Retain for 3 additional years, then destroy.
4	Incident Reports (Includes police reports relating to crimes against person, and property.)	Cutoff at end of calendar. Retain for 3 additional years, then destroy
5	Motor Vehicle Accident Reports (Includes records relating to motor vehicle accident investigations.)	Cutoff at end of calendar. Retain for 3 additional years, then destroy
Schedule Approved by Department, Agency, or Division Representative. Date _____ Signature <u></u> Typed Name <u>Robert L. Ashton</u> Title <u>Acting City Administrator</u>		Schedule Authorized by State Archivist Date <u>8 Feb 2011</u> Signature <u></u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M278
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Agency City of Seat Pleasant		Division/Unit Police Department
Item No.	Description	Retention
6	Daily Inspection Records (Includes inspection records relating to offer activities/events.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
7	Disciplinary reports and internal investigation materials Note: Any documents pertaining to litigation or threats of litigation will be retained until conclusion of litigation or expiration of limitations for threats of litigation where a lawsuit has not been filed. PRINCE GEORGE'S COUNTY POLICE DEPARTMENT RETAINS RECORD COPIES OF ALL THE ABOVE RECORDS.	Cutoff at end of calendar year. Retain for 3 additional years, then destroy